



Approved Minutes
NIRSA Foundation Board of Directors
September 13-14, 2010 Midyear Meetings
New Orleans, LA

MISSION STATEMENT: The NIRSA Foundation, through fundraising and stewardship efforts, works in cooperation with the National Intramural-Recreational Sports Association to enhance the effectiveness of collegiate recreational sports by providing its members meaningful opportunities for scholarship, research, and personal and professional development.

VISION: The NIRSA Foundation will lead in providing educational and scholarly opportunities for members of the National Intramural-Recreational Sports Association through the cultivation and distribution of developmental resources.

***CONFIDENTIALITY POLICY:** A Foundation Board Member of NIRSA or Non-Director Committee Member shall not disclose Confidential Information. Confidential Information is information that is acquired while participating in an executive session of a meeting of the Board of Directors or of a NIRSA committee that is being conducted in executive session.*

The Chair of the NIRSA Foundation Board and any other Director or any other NIRSA Foundation Board member shall advise individuals to conduct meetings in executive session where confidential information shall be disclosed.

Official minutes of all NIRSA Foundation Board meetings, complete with meeting handout and support materials, are archived at the NIRSA National Center.

Key: FB=NIRSA Foundation Board; NNC=NIRSA National Center; BOD=Board of Directors; "Bold"=Motion; "Italics"=Follow-up Action Item; "Exhibit"=contact the NIRSA National Center (NNC) or NIRSA Foundation Board member for a copy of the "Exhibit."

Monday, September 13, 2010

I. Call to Order

The meeting was called to order at 2:00pm (CST).

II. Roll Call

Chair (2007-2010)	Steve Young
Vice-Chair (2010-2013)	Suzi Smith
Member at Large (2010-2011)	Eric Stoutner
Member (2010-2013)	Dave Koch
Member (2008-2011)	Loretta Capra
Member (2010-2013)	Beau Rugg
Member (2009-2012)	Jennifer Rezac
Member (2010-2013)	Eric Nickel
Designated Director (2010-2011)	Mike Waldron

Secretary/Treasurer

Kent Blumenthal (absent & excused)

NNC Staff

Karen Bach, Chief Operating Officer

Pam Watts, Chief Finance and Strategy Officer (Monday, September 13, 2010)

III. Executive Session

MOTION: Rugg/Smith. Move into executive session to discuss Foundation Corporate Partners. Passed unanimously.

MOTION: Stoutner/Rugg. Move out of executive session. Passed unanimously.

IV. Approval of Minutes (Exhibit)

MOTION: Stoutner/Rugg. Approve August 11, 2010 teleconference minutes as amended. Passed unanimously.

VI. (d)

- Change total for Mark Fletcher Fun Run to \$4,117.
- Indicate that all poster sales now accrue to the Foundation

V. Financial Update (Exhibit)

Watts gave an overview of the current financial model of using investment earnings to fund scholarships, programs and operations. She explained that in this economy it's imperative to look at a new model. Watts stressed the importance of new ways to support operating expenses and replenish endowment funds. The Fun Run is an excellent example of a new program that brought in additional funds for the operating budget. Discussion ensued about individual and corporate donations to the permanent fund being used to support operations, scholarships, and other Foundation initiatives (i.e. COC).

The Foundation Board confirmed the following in the operating code: all printed and electronic materials soliciting donations to the Foundation will specify all gifts will be used to further the mission of the Foundation unless restricted for a specific use (i.e. endowed scholarship).

Watts explained that the NNC is reviewing the Career Opportunity Center (COC) services and looking for ways to meet the evolving needs of job seekers and employers. This may include expanding services beyond the COC at the Annual Conference to address year-round recruiting needs. Watts commended the Foundation Board for their financial support of the COC. The FB discussed whether or not they should continue to support the COC at the rate of \$10,000 annually, or if they can financially support the National School of Recreational Sports Management.

In closing, Watts had the following comments for the FB:

- Compare the amount of volunteer time and resources a program requires to the revenue generated; Ensure volunteer time and resources are maximized to high financial return programs.
- Look for ways to generate fund, through programming or donations that reach beyond the NIRSA Membership.

Action Item: Watts will re-state the Fund Reports to capture the availability of Permanent Funds for ongoing operations, scholarship, and charitable programs.

Action: All printed and electronic materials soliciting donations to the Foundation will specify all gifts will be used to further the mission of the Foundation unless restricted for a specific use (i.e. endowed scholarship).

VI. New Business

A. Corporate Partner Discussion

MOTION: Rugg/Rezac. Move into executive session to discuss Foundation Corporate Partners. Passed unanimously.

MOTION: Stoutner/Koch. Move out of executive session. Passed unanimously.

B. J. Michael Dunn Endowment

The FB confirmed their support of the establishment of the J. Michael Dunn Scholarship Endowment. This fund, once endowed, will provide students the opportunity to receive a scholarship to attend the Pre-Conference Student Development Workshop at the Annual Conference. The FB discussed the minimum threshold for endowments as well as the details included in the proposal.

MOTION: Rugg/Stoutner. Approve the creation of the J. Michael Dunn Scholarship Endowment, with a minimum threshold of \$15,000 pending the completion of the Memorandum of Understanding (MOU).

Action: Nickel will be the FB liaison for the J. Michael Dunn MOU and will contact Maureen McGonagle and Lori Stettler.

C. Leonida/ Fletcher Endowment

The FB discussed the likelihood of the Leonida Endowment not reaching the minimum threshold before the July 2011 deadline. Currently the Leonida Endowment is at approximately \$3,434 and funds collected for Mark Fletcher are at

approximately \$6,510. There was discussion about potentially combining the two funds in order to meet the minimum threshold by the deadline.

Action: Nickel will have discussion with contacts at University of Virginia to determine if they are interested in contributing additional funds. Nickel and Rezac will also check in with the members at the Virginia State Workshop about support for the Leonida/Fletcher Endowment.

Rugg reminded the FB that the decision was made last year to name one of the Foundation scholarships after Mark Fletcher. This scholarship would remain named after Mark regardless of what happens with the other funds.

Action: Smith will send Nickel a copy of the Founders' MOU as a reference.

D. LGBTQ Endowment

Capra informed the FB that Laurie Braden was interested in fully funding a new LGBTQ Endowment.

Action: Capra and Smith will present a MOU plan to Laurie Braden. The plan is to have the endowment fully funded in January 2011 and to award a scholarship for the 2011 Annual Conference.

E. Administrative Fee for Endowments

Capra stated her concern about the 10% administrative fee being applied immediately to endowments when they reach the \$15,000 threshold. With the current model, it appears that endowments need \$16,500 in order to keep the endowment at the \$15,000 level following the 10% swipe.

The FB reached consensus that once an endowment reaches \$15,000 that is the basis for activation (not \$16,500). In other words, an endowment can begin to award a scholarship once it reaches \$15,000 + the amount of the scholarship. For previous MOU's signed at the \$5,000 and 10,000 thresholds, \$9,000 + the cost of the scholarship would be the baseline for awarding a scholarship in a particular year.

Koch stated that future MOU's should state that the principal must be at a certain level in order for a scholarship to be awarded within a given year. Young further suggested that future MOU's should state there needs to be a mechanism in place to replenish the endowment if it dips below the minimum threshold. Additionally, there should be language about what happens if activity ceases and the endowment doesn't get replenished.

Action: By October 1, the FB liaisons will reach out to the following leads for each endowment:

- *Wasson* *No contact*
- *Presidents* *Smith*
- *Holsberry* *Koch*
- *Founders* *Stoutner/Rugg*
- *Chivetta* *Koch*
- *So Cal* *Koch*
- *Region V* *Capra*
- *Salado* *Smith*
- *Gartenberg* *Young*

Action: Rugg will talk to colleagues at The Ohio State to ask what they do with endowments dip below the minimum threshold and how long they keep endowments that are no longer active and have dropped below the minimum threshold.

Action: FB will continue to review and discuss setting an expiration date on inactive endowments once they reach a specific time period.

VII. Executive Session

MOTION: Rugg/Stoutner. Move into executive session to discuss Foundation Corporate Partners. Passed unanimously.

MOTION: Stoutner/ Koch. Move out of executive session. Passed unanimously.

VIII. Recreational Sports Journal (RSJ) Midyear Report (Exhibit)

The FB reviewed the Midyear Report from Paul Milton, Editor of the *Recreational Sports Journal*. The FB approved Milton's request to increase the number of *RSJ* editors from 16 to 18. Additionally, the FB reviewed Milton's request to extend his editorial term for another three years. The consensus of the Foundation Board was that they were fully supportive of his reappointment and also wanted to determine if any current Editorial Board members were interested in the position.

Action: Mary Callender will solicit feedback from the RSJ Editorial Board and report back to the FB.

Meeting Recessed at 5:00pm CST.

Meeting reconvened at 8:00am CST.

IX. Annual Conference Planning

A. Work Team

As the conference work team chair, Smith will provide direction from FB to the Foundation Coordinator for conference needs/activities for conference efficiency.

Action: Hall will email conference program deadline to FB.

B. Scholarship Breakfast

Action: The Foundation Scholarship Breakfast will be scheduled at 7:00am on Thursday, April 14.

C. Mark E. Fletcher Fun Run

Action: Koch and Bach will coordinate with Host Committee on the scheduling of the run.

Action: Fun Run work team will develop and streamline the registration process at the conference, define race details and morning event execution.

Action: Koch will work on a t-shirt design and contact Cannon to find out if they are interested in continuing as the event sponsor.

D. Golf Tournament

The 17th Annual NIRSA Foundation Golf Tournament will be held on Wednesday, April 13th. Koch confirmed that the course could only accommodate 120 players with golf carts and additional players would require the Foundation to incur an additional \$60 per cart fee. The committee will be focusing on additional sponsorship opportunities this year.

Action: The Golf Tournament Committee will need to determine the tournament cost/income ratio to decide if the tournament will exceed 120 players.

E. Board Meetings

Action: The following meetings were confirmed:

- *Tuesday, April 12, 6:30-7:30pm – Year End/Old Board Meeting*
- *Thursday, April 14, 8:00-8:30am – Annual Meeting of Members*
- *Thursday, April 14, 8:30-9:30am – New Board Meeting*

Action: If at all possible locate the Scholarship Breakfast in close proximity to the location for the Annual Meeting of Members and the New Board Meeting.

F. VIP Reception

The FB confirmed the VIP Reception will be held Thursday, April 14 from 7:30-9:30pm at The Chicory. Based on Board discussion, the giving level for this event will increase this year to the Platinum Giving Level or above and include Foundation Corporate donors.

Action: Only donors with Platinum Giving Level or above (and others that are a strategic good fit) will be invited to attend the VIP Social.

Action: A letter will be sent from the FB to all donors in the Gold Level that will be impacted.

G. Quilt Raffle

Based on the conference schedule the FB determined that a raffle would be the best alternative for this conference.

Action: The winner will be announced during the Closing General Session on Saturday, April 16.

Action: Hall will submit application to hold quilt raffle in Louisiana.

H. T-Shirt Competition and Apparel Sale

Committee chair for this year will be Tara Yeneski, Arizona State University. Foundation Board discussed the need to acquire apparel and items that might draw a higher dollar value.

X. **Scholarship Process and Timeline**

Scholarship applications will be available November 1, 2010 and the submissions deadline will be January 14, 2011.

This year two previous scholarship winners will serve on the committee and assist with the student selection process. They are Heather VanHall, Colorado State University and Ben Smith, Virginia Tech.

Action: Internal deadlines are as follows:

- *Hall will send scholarships to FB by January 19*
- *Results are due back to Chairs by January 31*
- *Hall will set-up the following conference calls:*
 - 1) *February 1 at noon (Pacific time) – Student Scholarship Selection*
 - 2) *February 1 at 12:30pm (Pacific time) – Professional Scholarship Selection*
- *Winners will be notified on February 2*
- *February 4 - NNC deadline for names to be submitted for the Conference Program*

Action: Hall will confirm eligibility for each of the scholarship applicants.

Action: Rugg/Stoutner will contact the Founders Committee to determine which Founder will be honored this year in the scholarship process as well as set deadlines for their selection committee.

Action: Waldron suggested using the Member Network to help recruit applicants for the HBCU scholarship.

Action: Hall will send FB confirmed list of institutes for 2011.

XI. Board Structure Discussion

The FB continued to discuss the current size of the FB and whether or not it should change its Board composition. After discussion it was determined at this time the FB composition would remain as it is in the current By-Laws. Additional discussion affirmed that additional work-teams of non-directors could assist the mission of the Foundation and allow Board members to use their time more efficiently.

MOTION: Smith/Rezac. Move into executive session to discuss Foundation Board positions. Passed unanimously.

MOTION: Koch/Capra. Move out of executive session. Passed unanimously.

Action: Hall to promote one opening on the Foundation Board when NIRSA announces all leadership opportunities to the membership later this year.

Action: Hall will post a list of all former Foundation Boards on the Foundation area of the website.

MOTION: Rugg/Rezac. Revise bylaws to reflect that the nomination committee for new Foundation Board members would be made up of the Foundation Board Chair, Vice Chair and two board members selected by the chair.

Waldron stated that in the new governance model, the NIRSA Board position on the Foundation Board won't necessarily be the NIRSA President. This will allow the boards to better leverage skill sets and move the Association forward.

MOTION: Rugg/Rezac. Change the Foundation Bylaws to support the new governance structure which makes the provision for the NIRSA President to appoint a NIRSA Board representative to the Foundation Board. Beginning in 2011, the NIRSA President will

**appointment a NIRSA Board representative to the Foundation Board.
Passed unanimously.**

XII. Action Item List Review (Exhibit)

XIII. Additional Business

A. RFP Financial Discussion

The FB asked for a status update and Bach reported that this item is included as a strategic goal for the NIRSA Board and staff between now and April 2011.

B. Communication Deadlines (Exhibit)

Action: Hall will provide the 2011 member communication schedule to the FB.

C. NIRSA Webpage Update

Bach reported that there will be some on-going re-designs with the NIRSA website and also discussed the launch of Habitat and what aspects it could provide for the Foundation.

Action: Rezac will set up additional donor communications by creating a Facebook page and Twitter account for the NIRSA Foundation.

XIV. Adjournment